



**Position Available with the City of Marion:  
Assistant Public Works Director**

Type: Assistant Public Works Director (Full Time)

Starting Salary/Pay Range:

\$58,000 – \$65,000 depending upon experience and qualifications

The City of Marion offers a comprehensive benefit package including employer paid medical, dental, vision and life insurance; enrollment in the Local Government Retirement System; participation in 401k (the City contributes 5% of earnings with no required employee match); twelve paid holidays; and vacation, sick and wellness leave.

Posted Date:

7/17/2020

Deadline to Apply:

Open Until Filled

Location:

City of Marion Public Works Department, 94 Shop Drive, Marion, NC 28752

Contact Person:

Brant Sikes, Public Works Director, 828-652-4224

Mailing Address to send application and resume:

City of Marion

Attention: Tammy Flowers, Human Resources Administrator

PO Drawer 700

194 North Main Street

Marion, NC 28752

Physical Address to drop off application and resume:

Marion City Hall Drive-Through

194 N. Main Street, Marion, NC 28752

Fax Number if sending application via fax: (828) 652-1983

Email Address if sending application and resume via email: [trose@marionnc.org](mailto:trose@marionnc.org)

## **Job Summary:**

### **General Description of Duties:**

This position performs difficult professional, technical, administrative, and managerial work assisting the Public Works Director in the managing, planning, organizing, and directing of a wide variety of public works and utilities activities. General duties include overseeing a variety of programs, projects, and functions as assigned, including, but not limited to any combination of the following: street maintenance, sanitation, fleet maintenance, buildings and grounds maintenance, water treatment, water distribution, wastewater treatment, wastewater collection, management of capital projects, and management of safety programs. Work requires significant skill and experience in public works and utilities administration, project management, and personnel management; knowledge of the principles of design engineering, construction and repair, and construction inspection relevant to street and drainage infrastructure and water and sewer utilities; and considerable self-initiative, frequent interaction with the public, and the ability to use independent judgment in the performance of duties. Duties include, but are not limited to:

- Providing management guidance, planning, and direction for assigned divisions of the Public Works Department; setting priorities and deadlines; meeting frequently with subordinate supervisors; assisting the Director with overall personnel management; assisting in implementing and administering policies, procedures, and practices.
- Managing a wide variety of large capital projects and smaller construction/repair projects including determining scope of work, estimating cost, coordinating and overseeing the work, and closing out the project ensuring proper completion; writing RFP's and RFQ's; reviewing bids for compliance with specifications and evaluating qualifications of bidders; coordinating projects and activities with other city departments.
- Preparing bid specifications for the purchase of services, supplies, and equipment; researching and negotiating with vendors to obtain the most beneficial rates.
- Compiling, maintaining, and updating manuals containing technical specifications and standard details for the design, construction, and/or modification of street and/or water and/or sewer infrastructure.
- Reviewing utility and street infrastructure plans for planned development within the City; reviewing preliminary and construction plan sets provided by engineers for compliance with City standards and details; field inspecting projects for compliance with specifications and contract documents and adherence to time schedules; trouble-shooting problems and devising solutions; reporting progress to the Director.
- Researching deeds, tax maps, and other documents for easement verification, easement acquisition, etc.; obtaining encroachment agreements from NCDOT.
- Providing technical advice, assistance, and recommendations to the Director regarding improvements to City owned properties, facilities, streets, and utilities;

- advising and assisting the Director on implementing best practices; evaluating policies and procedures and justifying recommendations as to needed changes, updates, or amendments.
- Researching state and federal legislation and actions of regulatory authorities for pertinence to operations and environmental permits; collaborating with engineers, consultants, regulatory authorities, and contractors; preparing complex records and reports pertaining to department operations and regulatory compliance; creating and maintaining filing systems; performing statistical analysis, feasibility studies, and efficiency studies and generating reports; attending meetings of various councils, committees, and boards.
  - Assisting Director in planning, managing, and administering the departmental budget; overseeing and approving expenditures; assisting Director with short-term and long-term strategic planning.
  - Receiving, investigating, and recommending resolution to Director for difficult and sensitive public inquiries, complaints, suggestions, etc.
  - Performing related duties as required.

### **Recruitment and Selection Guidelines:**

Interested candidates will be assessed on the following knowledge, skills and abilities:

- Thorough knowledge of the principles and practices of public works and utilities administration and related engineering principles and practices of street and drainage infrastructure and water/sewer utilities.
- Thorough knowledge of the methods, equipment, and materials used in the construction, maintenance, and repair of streets and drainage infrastructure and water and sewer utilities.
- Thorough knowledge of the hazards of the work, safety precautions, and OSHA regulations.
- Considerable knowledge of the local, state, and federal laws and regulations governing the provision of public works and utilities services.
- Considerable knowledge of the methods and equipment used in facilities and grounds maintenance and the collection of solid wastes.
- Considerable knowledge of governmental budgeting and purchasing and the City's related policies and procedures.
- Considerable knowledge of and skill in executing modern and effective supervisory practices including leadership, motivation, communication, delegation, discipline, and performance review.
- Skill in operating computer systems and a variety of office software products.
- Ability to interpret and prepare complex, technical, and detailed records and reports.
- Ability to communicate effectively in oral and written form.
- Ability to communicate professionally and tactfully with the general public.

- Ability to maintain effective working relationships with superiors, public officials, co-workers, consultants, contractors, subordinates, and the general public.
- Ability to exercise sound independent judgment and self-initiative in the performance of duties.

**Minimal Certifications:**

- Possession of a valid North Carolina driver's license
- Graduation from an accredited college or university with a degree in civil or environmental engineering, public administration, or a related field, and considerable experience in a responsible managerial position in the public works or utilities field, with considerable personnel management responsibilities; or an equivalent combination of education and experience.
- May require specific certifications as determined by the City.

Applications may be obtained at City Hall, 194 N Main Street, Marion, NC, or online at <http://www.marionnc.org>. The City of Marion is an equal opportunity employer.